

SUBCHAPTER 9
TRANSPORTATION AND TRAVEL

350-181. Authorized Travel Regulations and Procedures. 1. DEFINITIONS. In this section:

a. "Convention" means a meeting of the membership of a large career or occupation oriented group or association, which occurs on a regularly recurring basis, such as annually, bi-annually or semi-annually. A convention will generally possess most of the following characteristics:

a-1. Is attended by members of the organization, who are ordinarily charged annual dues.

a-2. Is generally held in a different city each year, thus ordinarily requiring travel and lodging expenses.

a-3. May involve a registration fee.

a-4. Usually involves a general session, several more specific workshops, a dinner and a reception.

a-5. Can vary in geographic emphasis, i.e., national, regional, state or a combination thereof.

b. "Official or employee" means a person appointed or elected to a position in the city government, who is paid for their services by city payroll check or a public member of a city board or commission eligible for expense reimbursement from the city.

c. "Other city business travel" means travel to attend a seminar or other travel which is undertaken by a city official or employee in order to carry out duties devolving on a department or agency, which have been assigned thereto by the city charter, code or resolution of the common council or at the request or direction of the mayor. Training courses funded by department appropriation which require out-of-city travel also fall within this category.

d. "Seminar" means a training course provided by a person or agency who is not an employee, department or agency of the city. The location at which the course is offered can vary from as local as city hall or as far away as the continental boundaries of the United States. It shall not include courses covered by the city's tuition reimbursement program, training commonly referred to as "on-the-job training" and training courses funded by a departmental budget appropriation provided for training purposes.

2. AUTHORIZATION. a. The following out-of-city travel requires common council approval:

a-1. All conventions.

a-2. All travel by members of the common council.

a-3. Any travel to be paid from the common council contingent fund. It is the policy of the common council and mayor that, in the ordinary course of business, departments should budget for travel expenses from departmental accounts. Use of the common council contingent fund for travel will only be approved under extraordinary circumstances where a department can demonstrate that travel was essential and unanticipated and that departmental funds are not available for such travel.

b. All other travel for which budgeted funds are available shall require the approval of the respective department head.

3. CONVENTIONS. a. Eligibility.

a-1. No more than 2 persons from the same city department or a division of the department of public works shall be authorized to attend the same convention. Exceptions to this policy may be made on a case by case basis only when special circumstances are presented or when the city of Milwaukee is the host.

a-2. Authorization to travel may be designated to the department or bureau staff with the attendee to be determined by the department or bureau head.

a-3. The maximum number of yearly conventions to be authorized to each city department or department of public works division shall not exceed the guidelines established by the committee on finance and personnel. In addition, each department or department of public works division may be authorized no more than 2 additional employees to attend one convention each in Wisconsin or the Chicago area within a given year.

a-4. No more than 2 board or commission members per year from the same board or commission shall be authorized to travel, either to the same or different conventions.

a-5. Both the department head and the first assistant or deputy shall not be authorized to undertake out of city travel on city business during the same period of time. Exceptions to this policy may be made on a case-by-case basis.

b. Request Procedures.

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b-1. Requests shall be submitted once per year, prior to November 15, for all conventions anticipated to be attended in the next year. Except as provided in subd. 3, such requests shall be submitted to the department of administration on forms prescribed by that department. Only requests which have been approved by the respective department head or chair of a board or commission as being necessary in the city's best interests and in compliance with the eligibility restrictions and guidelines cited in par. a, shall be considered for authorization. The department of administration shall prepare the necessary resolutions to authorize convention attendance. The estimated costs of each convention to be included in the resolution shall be computed by the department to assure uniformity and prudence in the allocation and expenditure of public funds for this purpose.

c-2. Requests for attendance at conventions submitted after November 15 each year shall be considered only if there is an extraordinary reason for their necessity. Such requests are to be submitted directly to the common council by letter, citing the completed convention request form.

c-3. Requests for convention attendance by the mayor and members of the common council shall be submitted directly to the common council on an as needed basis during the year. Attendance shall be authorized by resolution adopted by the common council.

c-4. Substitution of a different convention from the one that has been previously authorized shall require a new authorization by resolution. Such substitution shall be requested by letter to the common council citing the reasons for the change. Changes in the location of a convention or dates held shall not require further authorization provided additional funding is not requested.

4. OTHER TRAVEL. Requests by common council members for authorization for other city business travel and any requests for travel to be paid from the common council contingent fund shall be submitted to the city clerk. The city clerk shall process such requests, including preparation of the necessary resolutions for adoption by the common council.

5. ADVANCE OF FUNDS. a. No advance of funds for travel expenses shall be

made unless such travel has been authorized under this section. Advances of funds for travel expenses shall be made by city accounts payable check from a properly audited request for advance form, signed by the officer or employee requesting advance of funds and a control group register and voucher approved by the department head or delegated representative.

b. Accounts payable checks for advances of funds for travel expenses may be issued to transportation agencies for transportation tickets, lodging establishments for lodging deposits, or to the organization in charge of a convention or training program for registration fees.

c. The amount stipulated in the authorizing resolution shall serve as authorization for the city accounts payable check to be issued to make the necessary dollar advances for such purposes in context with the properly executed request for advance form.

6. REIMBURSEMENT. a. For travel authorized under this section, the city shall pay or reimburse:

a-1. For required registration expense incurred and reported by the attendee, provided a receipt is provided.

a-2. For actual expense incurred and reported by the attendee up to but not exceeding round trip airline coach fare, unless the airline certifies that no coach fare is available. In such a case, a certificate is required. A receipt or other verification form is required if public transportation is used. The choice of transportation to be used, including use of a personal automobile, shall be at the option of the respective official or employee. However, the amount of time to be allowed for travel shall be determined by the respective department head. If a personal automobile is used, reimbursement shall be in accordance with s. 350-183.

a-3. For actual expense incurred and reported up to but not exceeding the single rate for a standard hotel room for the number of days of actual attendance at the involved convention or seminar, or for other city business travel, but not to exceed 5 days, provided a receipt is provided. Exceptions to this policy may be made on a case by case basis.

a-4. The city shall pay or reimburse for actual miscellaneous expenses incurred and reported up to but not exceeding \$50 per day for the number of days of actual attendance plus one.

b. The city comptroller is authorized to approve individual variances between the estimated amount established for travel and the actual reimbursement in context with para a. This can be done without the need for amendments to the itemized amounts contained in the original authorizing resolution, except that if the total funding provided in the resolution appears inadequate to fund all authorized travel contained therein, the comptroller shall initiate a supplemental funding request by resolution in a timely manner to prevent overexpenditure before such funding is provided by resolution.

c. Whenever an advance of funds has been made for travel authorized under this section, the official or employee receiving the advance shall within 15 days after returning to the city file documentation to repay the city for the full amount of the advance. In order for the officer or employee to repay the full amount of advance the person shall:

c-1. File with the city comptroller an itemized statement of actual and necessary expenses. If the travel involved attendance at a convention or seminar, a copy of the convention or seminar program or agenda shall also be submitted.

c-2. Make full settlement of the travel advance to the city treasurer within 5 working days after receiving notification from the city treasurer that the city comptroller has issued a check made payable to the city treasurer or the official or employee, or both, for the actual and necessary expenses.

d. The procedure in par. c shall be followed unless the official or employee chooses to repay the full amount of the advance to the city treasurer prior to submitting an itemized statement of expense and prior to expiration of the 15-day limit. The city treasurer shall, if the documentation is not filed within 15 days after the date of return to the city, retain out of the next salary due the employee the full amount of the advance made for travel until the official or employee has complied with this section.

7. REPORTS. Each person who attends an authorized convention or similar

activity shall be prepared to submit, either in writing or orally, a report concerning the specific benefits derived from attendance to the department head or to the common council committee on finance and personnel upon request.

9. GUIDELINES. The department of administration may issue guidelines relating to procurement of transportation, lodging, meals, automobile rentals and other travel arrangements consistent with this section. Such guidelines shall be approved by the common council.

10. EXEMPTIONS. a. This section does not apply to the city's legislative activities which are authorized and shall be accounted for pursuant to s. 304-11.

b. This section does not apply to travel undertaken by the mayor or common council president, if the travel expense is charged to their respective special expense funds, in which case such travel shall be deemed authorized.

350-183. Private Transportation

Reimbursement. 1. AUTHORIZATION. Proper city officers are authorized to reimburse city officials and employees occupying positions designated in the positions ordinance as being eligible to be paid for the use of their private automobiles on city business when at the discretion of the department head it is necessary that such automobiles be used on city business.

2. REIMBURSEMENT. Reimbursement is to be made from funds available to the respective departments for bills rendered, audited and certified for payment as are other bills of the city.

3. MILEAGE REPORT. The authorized employee or official incurring mileage on his private automobile in the conduct of official business for the city of Milwaukee shall submit a record of mileage incurred on city business during the month and attest to the accuracy of such mileage on a form approved by the city comptroller.

4. APPROVAL. a. The department head of the agency for which the private automobile expense was incurred shall approve and attest to the accuracy and reasonableness of each mileage report submitted.

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b. All private automobile reimbursement payments to employees exceeding 1,000 miles monthly shall be concurred by the finance and personnel committee before payment is made.

5. **INSURANCE.** The authorized employee or official using his private automobile in the conduct of city business shall have at least the minimum insurance coverage prescribed by state law and shall have declared the use of his automobile on city business to his insurance company to protect the city's interests. It shall be the responsibility of his department head to see that the employee is adequately covered by such insurance before he approves the use of a private vehicle on city business and reimbursement for such use.

6. **POSITIONS AUTHORIZED.** In the event that a position for which private automobile reimbursement is authorized is filled by an incumbent classified at a lower level, private automobile reimbursement is authorized under the same conditions that apply to the authorized positions.

7. **RATE SCHEDULE.** a. General. Mileage incurred on official city business by an employee or official authorized to be reimbursed for use of his or her private automobile, excluding certain city officials designated in sub. 8-b, members of the common council who shall be reimbursed as provided for in sub. 8, and management pay plan employees under certain circumstances as provided for in par. b-6., shall be made once per month based on the following rate schedules:

a-1. Rates for Employees Excluding Management and Nonmanagement/Nonrepresented Employees; Public Health Nurses; and those represented by District Council #48, AFSCME, AFL-CIO or Technicians, Engineers and Architects of Milwaukee.

MONTHLY MILEAGE		
Greater Than	But Not Exceeding	Base Amount
0 134 (Flat Amount)	\$ 29.00	
135	200	29.00
201	300	59.69
301	400	102.09
401	500	137.59
501	600	170.59
601	700	200.69
701	800	228.19
801	900	255.69
901	1,000	281.59
1,001	1,100	307.49
1,101	1,200	333.39
1,201	1,300	359.29
1,301	1,400	383.69
1,401	and over	408.09

PLUS ADDITIONAL RATE PER MILE

Miles	Miles	
Rate Per Mile	From	To
0	0	134
46.5	135	200
42.4	201	300
35.5	301	400
33.0	401	500
30.1	501	600
27.5	601	700
27.5	701	800
25.9	801	900
25.9	901	1,000
25.9	1,001	1,100
25.9	1,101	1,200
24.4	1,201	1,300
24.4	1,301	1,400
24.4	1,401	and over

a-2. **Public Health Nurse Mileage Rates.** Effective January 1, 2002, an employee represented by the Staff Nurses' Council who is required to have a private automobile for use on city business shall receive a base amount of \$40 per month. The city shall reimburse such employee at the rate of \$.20 per mile for monthly miles driven between one and 200 miles, and \$.31 per mile for monthly miles driven in excess of 200 miles per month.

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a-3. Rates for Employees represented by District Council #48, AFSCME, AFL-CIO.

MONTHLY MILEAGE		
Greater Than	But Not Exceeding	Base Amount
0	134	\$ 29.00
(Flat Amount)		

135	200	29.00
201	300	59.69
301	400	102.09
401	500	137.59
501	and over	170.59

PLUS ADDITIONAL RATE PER MILE

Miles		
Rate Per Mile	From	To
0	0	134
46.5	135	200
42.4	201	300
35.5	301	400
33.0	401	500
32.5	501	and over

a-4. Rates for Management and Nonmanagement/Nonrepresented Employees.

MONTHLY MILEAGE		
Greater Than	But Not Exceeding	Base Amount
0	134	\$ 29.00
(Flat Amount)		

135	200	29.00
201	300	59.69
301	400	102.09
401	500	137.59
501	and over	170.59

PLUS ADDITIONAL RATE PER MILE

Miles		
Rate Per Mile	From	To
0	0	134
46.5	135	200
42.4	201	300
35.5	301	400
33.0	401	500
31.0	501	and over

a-5. Technicians, Engineers and Architects of Milwaukee.

MONTHLY MILEAGE		
Greater Than	But Not Exceeding	Base Amount
0	134	\$ 29.00
(Flat Amount)		

135	200	29.00
201	300	59.69
301	400	102.09
401	500	137.59
501	and over	170.59

PLUS ADDITIONAL RATE PER MILE

Miles		
Rate Per Mile	From	To
0	0	134
46.5	135	200
42.4	201	300
35.5	301	400
33.0	401	500
32.5	501	and over

a-6. Hydrant Service Workers. Effective December 1, 1995, a hydrant service worker who is required to have a private automobile for use on city business shall receive a base amount of \$40 per month. The city shall reimburse such employee for mileage driven on city business at the rate of \$.20 per mile for monthly miles driven between one and 200 miles and \$.29 per mile for monthly miles driven in excess of 200 miles.

a-7. Public Library Custodial Workers. Effective December 1, 1995, a custodial worker who is regularly assigned to the branch libraries of the public library and who is required to have a private automobile available for use on city business shall receive a base amount of \$35 per month. In addition, the city will reimburse such employee for mileage driven on city business at the rate of \$.20 per mile for monthly miles driven between one and 200 miles and \$.29 per mile for monthly miles driven in excess of 200 miles.

b. Special Provisions. b-1. Payment of \$29 per month shall be made for any authorized monthly mileage which is greater than 0 miles but does not exceed 134 miles for that month with the exception of civil engineers

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I, II and III, public works inspectors I and II, and testing laboratory assistants I and II, employees in the department of neighborhood services, sanitarians, public health educators, health education assistant, nutritionists and dietary technicians in the health department, property appraisers and personal property appraisers I, II, III and IV in the tax department and clinic assistants; such classes are eligible for reimbursement on a special basis. Eligible positions other than those in the classes specified above shall receive \$13.35 per pay period (\$29 per month) to be administered on a monthly basis.

b-2. If the incumbents of civil engineer I, II and III classes are employed in such eligible classes for the full calendar year of 1985 and have received the \$13.35 payment for at least one pay period (or \$29 for at least one month) during the 1986 calendar year, the incumbents of these classes will be guaranteed payment for 17 pay periods at \$13.35 each (or 8 months at \$29 each) to be payable at the conclusion of the 1986 calendar year.

b-3-a. Certain employees represented by Milwaukee District Council No. 48, AFSCME, AFL-CIO, who are eligible for private automobile reimbursement shall receive a minimum monthly automobile reimbursement even though no actual miles may be driven as generated by the formula in sub. 7 as follows:

EMPLOYEES	MILEAGE
Department of neighborhood services	300 miles per mo.
Environmental health specialists and environmental hygienists in the health department	300 miles per mo.

b-3-b. An eligible employee who drives more than 300 miles as stated in subd. a in any one month shall receive reimbursement in accordance with sub. 7.

b-4. Clinic assistants who use their private automobiles on official city business shall receive a minimum monthly automobile reimbursement for 180 miles as generated in the formula in this subsection. Clinic assistants who drive more than 180 miles as stated above in any one month shall receive reimbursement in accordance with this subsection.

b-5. Eligible employees in the public works inspector I and II and inspection specialist and sidewalk repair technician and sidewalk repair supervisor classifications who drive at least one mile on authorized city business during a calendar month shall receive a minimum monthly automobile reimbursement for 201 miles based on the schedules in par. a-3. An eligible public works inspector I or II, or inspection specialist, or sidewalk repair technician or sidewalk repair supervisor who drives more than 201 miles in any one month shall receive reimbursement in accordance with the schedules in par. a-3.

b-6. Effective December 1, 1995, eligible employees in the property appraiser I, II, III, IV and V classifications and the personal property appraiser I, II, III and IV classifications in the assessor's office who drive at least one mile on authorized city business during a calendar month shall receive a minimum monthly automobile reimbursement for 250 miles based on the schedules in par. a-3. An eligible property appraiser I, II, III, IV or V or personal property appraiser I, II, III, IV or V who drives more than 250 miles in any one month shall receive reimbursement in accordance with the schedule in par. a-3.

b-7. Eligible employees in the public health educator, health education assistant, nutritionist and dietary technician classifications in the health department who drive at least one mile on authorized city business during a calendar month shall receive a minimum monthly automobile reimbursement for 175 miles based on the schedules in par. a-3. An eligible public health educator, health education assistant, nutritionist or dietary technician who drives more than 175 miles in any one month shall receive reimbursement in accordance with the schedules in par. a-3. Effective September 1, 2001, the provisions of this subdivision shall also apply to eligible employees in the program assistant classification who are assigned to the Keenan Health Center, the Northwest Health Center or the South Side Health Center.

b-8. Effective January 1, 1985, in circumstances where a management pay plan employee, by using the schedule under par. a-4, would be paid less than a subordinate bargaining unit employee for the same amount of miles driven, the management pay plan employee shall be entitled to automobile

allowance equal to that granted to the bargaining unit employee by using the appropriate bargaining unit's rate schedule as specified by ordinance or labor contract.

8. COMMON COUNCIL MEMBERS. a. In order to provide transportation which is necessary and essential to the discharge of the official duties of the members of the common council, each member shall be entitled to a monthly reimbursement payment.

b. The monthly reimbursement rate shall be indexed annually on the basis of the private transportation component of the Consumer Price Index's U.S. City Average for Urban Wage Earners and Clerical Workers, published by the U.S. Bureau of Labor Statistics. The monthly transportation reimbursement rate shall be increased or decreased (rounded to the nearest dollar) on the basis of the percentage change (calculated to the nearest 1/10th of 1%) in the annual average index numbers for the immediately preceding two calendar years.

9. EXCEPTIONS. Employees or officials who make occasional, nonroutine trips outside the city on official business, but who are not specifically authorized by title in the positions ordinance to be reimbursed for private automobile mileage incurred on city business shall be covered by the following provisions:

a. City officers are authorized and directed, upon presentations of properly certified statements to reimburse employees or officials for properly authorized travel at the rates specified in sub. 7 except that on trips of less than the minimum base mileage, payment per mile shall be made at the rate calculated by dividing the base amount by the minimum base mileage.

b. If one person is traveling by car, the reimbursement for mileage shall not exceed coach airfare for the same trip; or, if 2 or more persons travel together in one car, reimbursement shall be for actual miles traveled in accordance with the schedule in sub. 7 and shall be paid to only one person traveling in the car.

c. On trips over 500 miles to destination, if 2 or more persons travel together in one car, the person (or persons) not granted mileage reimbursement may be reimbursed for up to 2 additional days for hotel and miscellaneous expenses upon filing properly certified statements. This reimbursement shall not exceed coach airfare.

d. If the conveyance is by means other than private automobile, reimbursement shall

be on the basis of actual transportation expenses incurred.

e. The private automobile of the employee or official shall be covered by insurance as required in sub. 5.

350-185. Automobile Reimbursement; Withholding Taxes. 1. REPORTS REQUIRED.

Each city officer or employee, excluding members of the common council, who is furnished a city-owned vehicle to provide transportation which is necessary and essential to the discharge of his official duties or who is reimbursed for expenses incurred in the use of his private automobile on city business as provided in s. 350-183 shall report as directed by the city comptroller to the city comptroller the official business mileage and personal mileage driven in city-owned vehicles or his privately owned vehicle. The use of a city-owned vehicle from the home or place of residence to the place of work and from the place of work to the home or place of residence and all other mileage not within the usual, regular or customary duties of the official or employee affected shall be deemed personal mileage. In doubtful cases, the city comptroller shall determine the nature of the mileage reported.

2. WITHHOLDING ON NONBUSINESS MILEAGE. The city comptroller shall annually, or as often as is necessary or appropriate, compile such data and calculate such mileage at the authorized rate per mile and determine the fair market value for the personal use of city-owned vehicles in accordance with applicable law and as is approved by the internal revenue service of the United States. Upon completion of such calculation and compilation, the comptroller shall withhold from the employee's paycheck such amounts as is required to comply with the tax liability of the city in accordance with the requirements of applicable federal, state, and FICA law and he shall add the required amount to the individual's W-2 form as added compensation. This amount shall not be part of the city of Milwaukee salary ordinance and shall not be included in the base for pension, group life or other fringe benefits based on salary.

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350-187. Odometer Readings of City Automobiles. 1. CERTIFIED STATEMENT.

Whenever there is established in the city budget an appropriation to cover allowances for operation and maintenance of automobiles owned by city officials or employees and used on city business, before such allowance shall be paid, such official or employee shall prepare such certified statements as are required, and containing such information as shall be deemed necessary by the comptroller. Such certified statements shall be submitted to the head of the employing agency, who shall check the statement for accuracy, and shall certify to same by his signature and shall prepare a payment form as prescribed by the city comptroller, which, together with the certified statement as approved, shall be forwarded to the comptroller for payment. The comptroller shall refuse to allow any payment unless certified information as required has been submitted.

2. REGULATIONS. Such automobile allowances shall conform to the conditions of all common council resolutions or city ordinances describing conditions under which the allowance shall or shall not be paid. In no case shall miles driven between the official's or employee's home and the location considered to be the base of operations be included as miles driven on city business.

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